

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110044-7

| REPORTS INVENTORY | | | | | | CONTROL NO. | |
|---|-------------|---|------------------|---|--|--|--------------------------------|
| PREPARE IN DUPLICATE | | | | | | DDS/OF-112 | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | | | | | 2. TYPE OF REPORT | |
| Report of OF History Project | | | | | | <input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | | ADMIN. GENERAL | |
| | | LOGISTICS | | SECURITY | | OTHER (specify) | |
| | | MEDICAL | | FINANCE | | | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | | 6. DISTRIBUTION (No. of components not number of copies) | | |
| 2 | | Quarterly | | | 1 | | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | |
| Memorandum | | <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | | DDS Requirement | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| OF/SS | | | | | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED = COST PER YEAR |
| GS-14 | \$11.96 | | 1 | | \$11.96 | | 4 \$ 47.84 |
| GS-15 | 12.84 | | 1/2 | | 6.42 | | 4 25.68 |
| GS-07 | 3.89 | | 1/2 | | 1.94 | | 4 7.76 |
| | | | | | | | \$ 81.28 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$81.28 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | | |
| | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | |
| <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | | MAN-HOURS DOLLARS | |
| <input type="checkbox"/> CHANGE No response required in past 6 months. Was | | | | | | 8 \$ 81.28X1 | |
| <input checked="" type="checkbox"/> DISCONTINUE required during initial states of Sup. Dir. History Proj. | | | | | | | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | | 18. EXTENSION | |
| 29 Sept 1970 | | OF/SS | | | | | |